



Effective Research

Emerald
Secondary College
Library



Student planner booklet

Name: _____

Homegroup: _____

Emerald
Secondary College
Library

Catalogue

1. Define the task

What do I really want to find out?

Can I explain the task in my own words?

What do I want to explore, investigate, create?

Am I being asked to:

- ☐ Investigate
- ☐ Explain
- ☐ Describe
- ☐ Analyse
- ☐ Persuade
- ☐ Provide information
- ☐ Other....

What do I already know about the topic?

Brainstorm:

Topic/Question _____

What key words will help me find the information I need?

- Understand the question/Develop key words—Tips from the SLV
- Brainstorm collaboratively—Coggle, Bubbl.us
- Search terms—Visuwords online dictionary
- Develop research questions—Questioning toolkit

2. Locate information

Where will I find the information I need?

What focus question/essential question can I develop to guide my information search and my response? (Is this question already given to me as part of the CAT?)	
Research/Inquiry questions (some closed/some open) What questions can I create to break down the focus question to make my research manageable, accurate and timely?	

What types of information do I need?

Primary—interviews, surveys, original documents
Secondary—print, digital resources

Where will I find the information I need?

Library—Library catalogue, Reference, Non-fiction, Newspaper index
Online—Search engines: Google, Sweet Search, Instagrok
Other—Local community members, Local Library

How can I frame my online research questions?

The best search results come from well framed research queries—not questions.
Use keywords, domain searches—add site: and the domain you require .edu, .org, .gov
EG: gun laws site:gov.au

- ♦ Document - Better searches, better results
- ♦ Search engines - (provides a range of search engines to choose from)
- ♦ State Library of Victoria: Search tools

3. Select resources

What information do I really need?

CRAP evaluation of sources

Currency	Resource 1	Resource 2
<ul style="list-style-type: none">How recent is the information?Can you locate a date when the resource was written/created/updated?Based on your topic, is this current enough?Why might the date matter for your topic?		
Reliability		
<ul style="list-style-type: none">What kind of information is included in the resource?Is the content primarily opinion?Is the information balanced or biased?Does the author provide citations & references for quotations & data?		
Authority		
<ul style="list-style-type: none">Can you determine who the author/creator is?What are their credentials (<i>education, experience, etc.</i>)?Who is the publisher or sponsor of the work/site?Is this publisher/sponsor reputable?		
Purpose		
<ul style="list-style-type: none">What's the intent of the article (<i>to persuade, to sell etc.</i>)?For Web resources, what is the domain (<i>.edu, .com, etc.</i>)?How might that influence the purpose/point of view?Are there ads on the Web site or in the resource? How do they relate to the topic being covered (<i>e.g: an ad for guns next to firearm legislation</i>)Is the author presenting fact or opinion?		

4. Organise my notes

How can I best use this information?

NOTE TAKING TEMPLATE		TOPIC: (add the details of websites used for your bibliography)	
Questions	Original information – cut and paste (add details of website used)	My own words (use dot points)	

- Bibliography – ScotchBib: Online bibliographic organiser
- State Library of Victoria: Note taking tips
- Document - Online note taking sheet

5. Present your ideas

How can I best present this information?

What is the purpose of the presentation—to inform, explain, analyse or persuade? How will this shape the nature of my presentation?	
Who is my audience?	
What is the best format to demonstrate my learning? Do I have a choice—or is this determined by the teacher?	
What writing framework do I need?	
Are the content and purpose of my message clear? Will fancy fonts or backgrounds confuse?	
Do the images enrich and enhance the main message?	
How can I present my work with confidence and competence?	
Group presentation—How will each member be assessed? How would I rate my contribution to the group? G/VG/E	

6. Evaluate my work

What did I learn from this work?

Did I answer the focus question and address the task?	
Did I use the rubric to guide my response well?	
How have my research skills improved?	
Which parts did I do well?	
Which parts do I still need support with in the future?	
Did I manage my time well?	